

INSTRUCTIONS

Employee Suggestion Evaluation Form

Read the Employee Suggestion carefully to identify the problem and understand the proposed solution.

Contact your Agency Coordinator, Productivity Board staff, or the suggester immediately if:

- The problem or the proposed solution is unclear
- The application contains insufficient data for evaluation
- You believe you are not the appropriate evaluator for this suggestion

Analyze the data carefully.

- Request additional information from the Productivity Board, Agency Coordinator, or the suggester, if needed
- Discuss the idea with the people who will be affected
- Look for ways the idea can work or can be modified to work

Make a clear recommendation of either:

ADOPT

- Document tangible savings, revenue generation, cost avoidance, or intangible benefits.
- Recommend an award based on the **Payment Award Scale**, which is the following:
 - Monetary awards shall be given for all suggestions that have actual net savings (“hard dollar” savings) and/or generate revenue. Monetary awards shall be based on 10% of actual first year net savings and/or revenue generated for the State. The maximum award amount is \$10,000.
 - Suggestions that have intangible benefits, are cost-avoidance ideas, or when savings cannot be identified shall receive recognition. Recognition for these types of suggestions can be monetary and/or non-monetary in nature, as permitted by RCW 41.60.150, and shall not exceed \$200. It is up to the agency to determine the appropriate type of recognition.
 - When Actual Net Savings are expected to be large, it is recommended that a PARTIAL award be made and the Actual Savings tracked for one year. If estimated savings/revenue amount to \$25,000 or more, savings must be tracked for one year and a tracking due date included with the evaluation.
 - Implementation Costs for capital expenditures must be amortized over the life of the equipment. Other Implementation Costs may be amortized over years when savings/revenue will continue and are significant. The purpose of amortizing costs is to make an equitable award to the suggester when implementation costs are high.

or **NON-ADOPT**

- Provide documentation supporting your recommendation, if documentation exists.
- Include pertinent dates, times, and other data to substantiate your decision.

Note: For suggestions that would require a **change in legislation**, please consider whether your agency supports pursuing for change. If the agency does support, an Adopt recommendation would be appropriate after legislation is pursued.

Obtain authorizing signature from Agency Management and submit your evaluation. It is up to the agency to determine the appropriate authorizing management signature(s).

Open communication between the suggester and the evaluator is encouraged.

Please note the following changes to the evaluation process:

- The Board no longer requires an accompanying memo for the evaluation.
- Evaluations may be submitted electronically to the Agency Coordinator who will then review the recommendation(s) and forward the evaluation to the Productivity Board.